

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 November 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 47, Week of 12 - 18 November, 1957

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1. Numbers in Clerical Induction Training. During the week of 12 November there were  people in Clerical Induction Training. Of these  were entering for the first time.

2. Numbers in Clerical Orientation Training. There were  people in Clerical Orientation for the week of 12 November.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 12 November were as follows:

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	<u>Tested</u>	<u>Qualified</u>
Shorthand	<input type="text"/>	<input type="text"/>
Typewriting		

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4. Clerical Refresher Training Program 74 Begins New Term. Clerical Refresher Training Classes started on Monday, 18 November 1957, with  students enrolled. An additional  students were rejected because of insufficient skills. The components are represented as follows:

DDP,  DDI,  DDS,  25X1 25X1

5. Continued Need for Electric Typewriters. The dearth of electric typewriters in our training area continues to be an impediment in scheduling employees for typing classes. In the present program just started, we were not able to accommodate at least  students who needed specific training on these machines. Of these,  people were cancelled by their offices when the information was received that only manual typewriters were available for their use. ILLEGIB

6. Request From IAS for Longer Training Period for New Employees: Because of the Agency freeze in filling job vacancies, the IAS of the Office of Personnel is holding a large number of clerical employees who have been in training, both Induction and Orientation, but for whom assignments are not currently available.

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Pending the lifting of the freeze, IAS has asked Clerical Induction to keep in shorthand and/or typewriting classes for a longer period the other fully cleared but unqualified people. Under the present circumstances, these cleared people, if sent through Orientation, would have to remain in IAS indefinitely waiting for Agency assignment. CIT has agreed to keep the unqualified typists and stenographers on this basis, with the understanding that there be a weekly review of the workload of the instructors.

At the present time, the number of employees entering on duty with the Agency has been very much reduced. One reason for this lessening in numbers is that the policy now in effect in Personnel is to bring in only cleared clerical personnel. As a result, many and large skills classes in CIT are no longer necessary for the new people. Therefore, it is possible to give this time to the people who would be unassigned after Orientation and whose morale would be affected by a prolonged stay in IAS without further opportunity to meet Agency skills standards.

The new policy of the Office of Personnel now in effect, to bring in only fully cleared clericals, will also change the length of time many individuals will remain in CIT in the future. Until now, a provisional employee could well have spent eight or ten weeks in class prior to receiving full clearance.

The first proposal made by IAS to Clerical Training was that upon full clearance and after a "fair" number of weeks in Training, the clericals be sent to Orientation and then returned to CIT for additional training until assignments for them were available. This proposal was rejected by CIT, but the problem was resolved by agreeing upon the procedure of keeping the unqualified typists and/or stenographers for a longer period of training prior to their going to Orientation.

If necessary, this explanation will serve at some future date to account for the presence of individuals in CIT classes for a number of weeks beyond the usual normal attendance period.

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